

**CATALINA LOT PARKING  
419 WEST CONGRESS STREET  
PARKING RULES AND REGULATIONS**

This is surface lot parking and all parking will be on a first-come, first-served basis. The City reserves the right to designate reserved parking whenever necessary.

- Customers who have been notified that a space is available, must come to the ParkWise Office, 110 E. Pennington, Suite 150 and fill out the necessary paperwork and a hanging tag will be issued. **All information provided to the ParkWise Office will remain confidential.**
- Payment for this parking lot is on a pre-paid basis, and **is due on the 1<sup>st</sup> of every month. If the payment is not made by the 5<sup>th</sup> day of the month a \$5 late fee will be incurred.** Parking at this lot is available Monday thru Friday 6 am – 6 pm.
- City employees may only sign up and pay for parking privileges through the City of Tucson payroll deduction program. Credit will not be given for holidays, vacations, or other employee leave time. There is no initial start-up fee. Billing is performed on a prepaid basis.
- The pre-pay period option is also available for Pima County employees. You will need to come into the ParkWise Office, 110 E Pennington, Suite 150.
- All other customers will pay in the ParkWise Office at 110 E Pennington, Suite 150, payment is due on the 1<sup>st</sup> of each month.

**Hanging Tag**

The surface lot can be entered from Congress Street via Central Avenue from the north or off of Granada on Sentinel Avenue from the south.

All Catalina Surface Lot parkers are 100% responsible for they're hanging tags. In the case of theft, losses, or damage, notify the ParkWise Office at 791-5071 immediately and a new hanging tag will be issued. There is a \$25 replacement fee for lost or stolen parking tags. If the hanging tag is found within 30 calendar days after loss, the replacement fee will be reimbursed. The ParkWise will process the necessary paper work through the City Accounting Department for your reimbursement. You should receive the reimbursement in two or three weeks. There is no reimbursement after 30 calendar days. Worn tags may be brought to the ParkWise Office and it will be replaced with a new one free of charge. If for some reason you are unable to display your hanging tag please notify the ParkWise Office at 791-5071 immediately to avoid receiving a citation. The ParkWise Office is unable to assist with any citations that may be written if the ParkWise Office is not notified. **When parking in this surface lot, the hanging tag must be displayed on your rearview mirror at all times.**

### Miscellaneous

All parkers should not loan out, sub-contract, or transfer their parking hanging tag to any other individual. There is a waiting list for this surface lot and to circumvent this system is not fair to those waiting for parking spaces. Any abuse or violation of this will result in loss of parking privileges for duration of employment. Hanging tags must be used for any personal vehicle used by the employee.

### Rates

Per space rate in this lot is \$35.00 per month. For those with the “payroll deduction” option the amount will be \$16.15 per pay period. All other monthly parkers in the Catalina Surface Lot will be charged \$35.00 per month, payment is due on the 1<sup>st</sup> of every month. Failure to make payment may result in your parking privileges being revoked and your hanging tag being voided from the system.

Customers who drive motorcycles will be billed at half of the current monthly rate. For those who have the “payroll deduction” option that amount will be \$8.08 per pay period.

### Cancellation

- Upon leaving employment, or just wanting to cancel parking privileges, the hanging tag must be returned to the ParkWise Office, 110 E Pennington, Suite 150. You will be responsible for the monthly parking fee including the late fees until the hanging tag has been received by the ParkWise office, and parking has been cancelled.
- City employees must complete a payroll deduction cancellation form in order to stop deductions from their paychecks. They must also turn in their hanging tag to the ParkWise Office, 110 E Pennington, Suite 150.
- Pima County employees who have the pre-pay period option also need to fill out a payroll deduction cancellation form and turn in your hanging tag at the ParkWise office at 110 E Pennington Suite 150.
- Failure to return your hanging tag will result in a \$25.00 replacement fee at the time of cancellation.

### Security

Security personnel (6:00 a.m. to 6:30 p.m.) and Traffic Enforcement Agents (8:00 a.m. to 5:00 p.m.) patrol this lot throughout the day. They have been instructed to issue warnings and/or citations for those vehicles not displaying proper parking tags, for improper parking practices, and for misconduct on the facility site. Vehicles should not be left overnight. Parking is a privilege and may be canceled after two warnings or citations. The decision to cancel parking privileges by ParkWise Administration is final.

In the event that you are denied access to the parking facility due to an unforeseeable/special event, that does not permit access, please contact the ParkWise Office as soon as possible. Pending resolution of the problem, ParkWise may instruct you to park at the next available ParkWise facility. **ParkWise will not reimburse parkers denied access to a ParkWise facility for fees they incur by parking at a non-ParkWise operated facility.**

The City assumes no liability or responsibility for any theft of personal property, vehicles, or damage to any vehicle while parking in this facility. Be sure to follow all posted regulations. Remember to drive slowly in this facility as there are pedestrians and other motor vehicles moving about. **BE AWARE OF THOSE AROUND YOU.** Any comments, problems, complaints, or suggestions should be referred to the ParkWise Office, 110 E Pennington, Suite 150. The ParkWise telephone number is 791-5071.